

## **FINANCE AND PERSONNEL COMMITTEE**

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, February 19, 2024 at 6:14 p.m.

Members present: Mayor Penterman, Antoine, Coenen, Eggleston, Moore, and Thiele.

Also present: Ald. Schell, Ald. Kilgas, Ald. DeCoster, Attorney Davidson, DPW/Eng. Neumeier, Fire Chief Carrel, Police Chief Graff, HR Dir. Swaney, Fin. Dir. Van Rossum, Street Sup. Van Gompel, Marketing and Com. Mgr. Fencil, and interested citizens.

1. **Correspondence** - None.

2. **Discussion Topics.**

a. **Permission to fill HR Payroll Coordinator position due to resignation.**

The HR/Payroll Generalist has resigned from her position effective 2/12/2024. In reviewing the job description and core duties of this position, the position has been re-titled from HR/Payroll Generalist to HR/Payroll Coordinator. There is no recommended change to current salary grade.

Motion by Antoine, seconded by Moore to authorize staff to fill the HR/Payroll Coordinator position due to resignation.

All members voted aye.

Motion carried.

b. **Review and update of City Purchasing Policy.**

Finance Director Van Rossum stated that it has been two years since the last review and update of the purchasing policy. The accounts payable process has evolved with a new accounting system and automating of the invoice data. The main reason for the review and update is due to the ARPA Funding that we have to follow for our own internal policies. Staff would like to update a few sections, formalize it, and follow it to a tee so when we have our single audit on the ARPA Funding, we do not get scolded. Discussion was held and questions answered.

Motion by Moore, seconded by Thiele to Adopt updated City Purchasing Policy making it effective February 2024 subject to City Attorney and Finance Director reviewing the suggested changes.

All members voted aye.

Motion carried.

c. **Application of Unassigned 2023 Fund Balance.**

Finance Director Van Rossum stated that there is an unexpected fund balance due to an increase in interest rates. Several strategic options for these funds were explained. If we have unbudgeted funds come in it ends up falling in the unassigned funds. The options are to leave the funds, assign the funds to a Capital Project, or increase fund balance for projected possible down falls.

Discussion was held on where to move money that gives the city the most flexible options for allocation of these funds.

Motion by Moore, seconded by Coenen to apply the unassigned 2023 fund balance surplus to a Capital Project using target 30% fund balance from the 2023 statements and apply the surplus of \$624,000 over that level to the park's projects.

All members voted aye.  
Motion carried.

d. **Website Redesign Financial Request.**

During the 2024-2026 creation of the Strategic Plan, under the objective of enhancing the City of Kaukauna's external communication, it was determined that a website redesign would be necessary to create a more clear and navigable experience for all users. Website redesigns are very extensive and require extensive knowledge of code, search engine optimization, user experience, and design. It is more than one person can complete on their own, so late last summer, the City had received several quotes for a website redesign project, as is required per city purchasing policy. The quotes and time limits were provided. The deadline per the Strategic Plan is December 2024. After reviewing the quotes, Digisage and Powderkeg were considered. Questions from the committee were answered.

Motion by Antoine, seconded by Eggleston to grant permission to the Marketing and Communications Manager to enter into an agreement with Powderkeg for \$18,840 to redevelop the City Website.

All members voted aye.  
Motion carried.

3. **Adjourn.**

Motion by Moore, seconded Coenen to adjourn.  
All members voted aye.  
Motion carried.

Meeting adjourned at 6:52 p.m.

Sally Kenney, Clerk